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| **Individual Objectives**  **BAUN Honorary Secretary Role** | | | | | |
| **Link to Annual Plan/Strategic Plan** | **Objectives**  What needs to be done | **Actions & Resources**  What actions & resources are needed? | **Measure**  How will I measure my success? | **Timescales**  By when? | **Objective Rating**  (Please select) |
| Support and guide the requirements of **BAUN President, Treasurer and Council in line with Goals and objects of association**  -BAUN Council communication strategy  -exhibit professionalism as part of exec team and a united front to the association  -Realise extent of time spent performing role  -awareness of strategic aims of association, M&A’s/SOP’s  -define secretary and trustee role  -sucession planning - yearly voting  Maintain support for trustee development programme  Pursue Presidents G&O’s to maintain consistent approach  Observe Council meeting costs and work with treasurer to keep in check | Explore avenues Including -  SOP updating to reflect current demands - secretary role especially  Work with closely with BAUN President and Fitwise PA  Exec team communications  BAUN council cohesion  Maintain forward planning of council meetings over yearly period  Communicate expectations of Trustee role  Use technology as appropriate in a cost conscious manner to run meetings  Ensure I perform 5 xS (or 6)  Serious  Supportive  Sensitive  Sympathetic  Soundboard  +Silly  Continually improve/review programmes to meet Trustee’s needs - joint President/exec team view  Close working relationship  Monitor meeting cost per meeting  Promote cost effectiveness  Plan in advance  Observe numbers involved per meeting - full council? | No monetary cost but time consuming  No budget but conscious of Council costs  Plan Council meetings yearly - communicate early and give dates and flexible timings  Awareness of changing technology to support meetings - face to face or virtual  Meeting expansion from 1 day to 1½ - 2 days (1 night) but remaining at 4 (8days) per year plus annual conference AGM  Will have cost implications to all 4 of council meetings  Exec team conversations  Financial impact of council meeting - travel, accommodation and sustenance  Moving from 1 day to 1½ to nearly 2 days | Cost of BAUN council  Verbal feedback from council on personal performance  Expect constructive feedback from President and Council to assist in personal development in role  Monitor activity if council meetings extend to 1½ -2 days - value for money  Trustee verbal/written feedback  Constructive and Productive verbal feedback  Effective relationships  Build on ‘team building’ day to enhance relationships | Serious Commitment for full 3year term with dialogue between President and Treasurer if not meeting expectations.  Expect performance review yearly.  Post Council meeting review for  Yearly review Oct/conference feedback  Yearly review  Work with BAUN values/leadership feedback | |  |  | | --- | --- | |  | Not achieved | |  | Achieved | |  | Exceeded |   Comments:   |  |  | | --- | --- | |  | Not achieved | |  | Achieved | |  | Exceeded |   Comments: |